

THE UNIVERSITY OF ALABAMA

INVITATION FOR BID

ATTENTION: This is not an order. Read all instructions and terms and conditions carefully.

INVITATION NO.:	RETURN ALL COPIES OF BIDS TO:
Issue Date:	THE UNIVERSITY OF ALABAMA
Title:	PURCHASING DEPARTMENT
Buyer:	(Street Address) 1101 Jackson Ave Suite 3000
Phone:	Tuscaloosa, Alabama 35401
Email:	OR
	(Mailing Address) Box 870130
	Tuscaloosa, Alabama 35487
	PHONE: (205)348-5230 FAX: (205) 348-8706

Bid Responses may NOT be faxed or emailed.

IMPORTANT: SEALED BIDS MUST BE RECEIVED BY 10/28/2014 @ 2:00 P.M. CST TIME

Bid number and opening date must be clearly marked on the outside of all bid packages.

1. Pursuant to the provisions of the State of Alabama Competitive Bid Law, Section 41-16-20 and/or 39-2, rules and regulations adopted there under sealed bids will be received on the items noted herein by The University of Alabama Purchasing Department until the date and time stated above. In accordance with Alabama State Bid Law Section 41-16-27, where applicable, the University reserves the right to enter into negotiations within thirty (30) days of the bid opening.
2. The University's [General Terms and Conditions](#) and [Instructions to Bidders](#), apply to this Solicitation and shall become a part of any contract issued hereunder.
3. For purposes of this Solicitation, the Solicitation documents shall consist of the following components:
a) Invitation for Bid and any Addenda; b) [General Terms and Conditions](#); c) [Instructions to Bidders](#)
In the event that any provision of the component parts of the Solicitation conflicts with any provision of any other component parts, the component part first enumerated shall govern.
4. This Agreement and any disputes hereunder shall be governed by the laws of the State of Alabama without regard to conflict of law principles.

CERTIFICATION PURSUANT TO ACT NO. 2006-557

Alabama law (section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases in Alabama. **By submitting a response to this solicitation, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557;** they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that The University of Alabama may declare the contract void if the certification is false.

DISCLOSURE STATEMENT

1. If you or any owner, officer, partner, board or director member, employee, or holder of more than 5% of the fair market value of your firm or any member of their households is an employee of The University of Alabama, this information must be included in your solicitation response. Failure to disclose this information in your response may result in the elimination of your proposal from evaluation.
2. If you or any owner, officer, partner, board or director member, employee, or holder of more than 5% of the fair market value of your firm or any member of their households is an employee of The University of Alabama; and you or your firm is awarded a contract as a result of this solicitation, then within ten (10) days after the contract is entered into, you agree to file a copy of that contract with the State of Alabama Ethics Commission in accordance with Code of Alabama, Section 36-25-11 and upon request by the University furnish evidence of such filing.
3. By accepting payments agreed to in any purchase order resulting from this bid, Contractor certifies that to its knowledge no University employee or official, and no family members of a University employee or official, will receive a benefit from these payments, except as has been previously disclosed, in writing, to the University on the Disclosure Statement of Relationship Between Contractors/Grantees and Employees/Officials of The University of Alabama.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided in Code of Alabama 6-5-180 that

1. In accordance with Code of Alabama Section 41-16-25, amended 1975 that the attached response has been arrived at independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Invitation for Bids, designed to limit independent bidding or competition;
2. The contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids.
3. The bidder is legally entitled to enter into contracts with The University of Alabama and is not in violation of any prohibited conflict of interest, including those prohibited by the Code of Alabama 13A-10-62, as amended 1975.
4. I have fully informed myself regarding the accuracy of the statement made above.

THIS AREA MUST BE COMPLETED

DELIVERY AFTER RECEIPT OF ORDER:	NAME OF COMPANY:	PHONE:
FEDERAL EMPLOYER ID NO.:	ADDRESS:	FAX:
PAYMENT TERMS:	ADDRESS:	E-MAIL:
SHIPPING TERMS:	CITY, STATE & ZIP CODE:	DATE:
F.O.B. DESTINATION-PREPAID AND ALLOWED		
QUOTE VALID UNTIL:	SIGNATURE:	Typed/Printed Name of Signor

SIGNATURE REQUIRED: This bid cannot be considered valid unless signed and dated by an authorized agent of the bidder. Type or print the information requested in the spaces provided.

INVITATION FOR BID

The University of Alabama requests sealed bids as per attached general and technical specifications or equal unless otherwise specified in the Special Conditions.

All Bidders submitting a bid must read all specifications carefully and respond accordingly. Failure to do so may eliminate your bid from consideration due to non-compliance.

1.0 GENERAL SPECIFICATIONS

- 1.1 Any contract resulting from this request will be made available to other eligible entities. This may include but is not limited to; The University of Alabama System, comprised of The University of Alabama; The UAB Enterprise, consisting of The University of Alabama at Birmingham, the UAB Health System and their related foundations and affiliates, and The University of Alabama in Huntsville, Huntsville, AL; and other state entities. Contracts resulting from the award of this request cover shipments by any entity listed above. Each entity will generate its own purchase orders, payments, etc. and delivery must be made according to the instructions on the purchase order.

The thrust of the contract is to obtain greater volume price discounts by combining the volume of purchases from participating entities within the State of Alabama.

- 1.2 All bid responses, technical information and any other attachments furnished to The University of Alabama in response to this request for quotation must be submitted in duplicate (THE ORIGINAL BID AND ATTACHMENTS WITH ORIGINAL SIGNATURE AND ONE EXACT COPY OF THE ENTIRE BID RESPONSE). Bidders who fail to follow this format may be disqualified from the evaluation and award phase of this bid.

- 1.3 The stated requirements appearing elsewhere in this solicitation shall become a part of the terms and conditions of any resulting contract. Any deviations there from must be specifically defined. If accepted by the University, the deviations shall become part of the contract, but such deviations must not be in conflict with the basic nature of this solicitation.

Note: Bidders shall not submit their standard terms and conditions or purchase order terms as exceptions to or modification of the terms and conditions of this solicitation. Each exception to or modification of a University term and condition shall be individually listed by the bidder. Failure to follow this instruction may result in the determination that a bid submission is non-responsive to a solicitation and the rejection of that bid.

- 1.4 The issuance of a University Purchase Order (P#) or a signed Contract document is required to constitute a contract between the successful Bidder and the University which shall bind the successful Bidder to furnish and deliver the commodities ordered at the prices, terms and conditions quoted and in accordance with the specifications of this Solicitation as well as the terms and conditions of the University's Purchase Order or Contract. No shipments are to be made to The University of Alabama without the issuance of a Purchase Order (P#). (Bidders are not to accept or ship items against a requisition number "R" #.)
- 1.5 Any questions concerning these specifications should be directed to the Buyer listed on the signature page.
- 1.6 No department, school or office at the University has the authority to solicit or receive official Solicitations nor authorize Solicitation or Contract changes other than the Purchasing Department. All solicitations are issued under the direct supervision of the Associate Director for Purchasing and in complete accordance with the State of Alabama Bid Law, Section 41-16-20 and University policies and procedures.
- 1.7 The terms and conditions included in this Solicitation along with any addenda, any University contract and/or University purchase order(s) issued referencing this Solicitation, the University's General Terms and Conditions, Instructions to Bidders shall constitute the entire and exclusive Contract between the University and the successful Bidder.

1.8 **State of Alabama Immigration Law Compliance****Compliance Notice.**

By submitting a proposal to this RFP, a Respondent agrees that it will fully comply with the State of Alabama Immigration Law (Act 2011-535), as amended. A Respondent also shall enroll in the E-Verify Program prior to performing any work, or continuing to perform any on-going work, and shall remain enrolled throughout the entire course of its performance of the contract awarded pursuant to this RFP. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom." To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the University from any and all losses, consequential damages, expenses (including but not limited to, attorneys' fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Contractor's failure to fulfill its obligations contained in this paragraph or contained in the Alabama Immigration Law (Act 2011-535), as amended.

State of Alabama Immigration Law (Act 2011-535)

The successful contractor will be required to provide written certification they are in compliance with Section 9 of the State of Alabama Immigration Law (Act 2011-535).
One of the two required documents must be submitted prior to issuance of a University contract or purchase order. . Please complete and submit the form or document that applies to your company.

Complete this document only, if your company is not located in Alabama and your company does not have employees or subcontractors that work in the State of Alabama.

- Certification of Compliance and affidavit forms included with this solicitation (*see Appendix – Certification of Compliance*)

Complete the E-Verify document online, if your company is located in Alabama or your company has employees working in Alabama

- Contractor's one-page E-verify Employment Eligibility Verification form (*see example included in Appendix - E-Verify*).

If you have previously enrolled in E-Verify, follow these instructions:

- Log onto www.uscis.gov/everify
- Click "Edit Company Profile" and print this one-page document.
- This one-page document must be submitted prior to a contract or purchase order being issued.

If you are **not** currently enrolled in E-Verify, follow these instructions:

- Log onto www.uscis.gov/everify
- Click "Getting Started" for information about the program, requirements, and enrollment process.
- Click "Enroll in E-Verify" and begin enrollment process.
- When enrollment process is complete, click "Edit Company Profile" and print this one-page document.
- This one-page document must be submitted prior to a contract or purchase order being issued.
- For further assistance please consult the [E-Verify Quick Reference Guide](#)

2.0 QUALIFICATIONS AND STANDARDS

Due to the importance of maintaining a safe University environment, it is imperative that the successful bidder meet certain qualifications that will guarantee The University of Alabama the successful Bidder is qualified to furnish and deliver products, equipment and services or furnish, deliver, install, service and/or repair equipment whichever is applicable as required in this Solicitation. In order for Bidders to qualify, the following requirements must be fulfilled:

- 2.1 The Bidder, if requested, must provide in writing, a statement that the Bidder has been regularly engaged in business for a minimum three (3) years engaging in furnishing, delivering, servicing, repairing and installing, equipment, goods, or services required in this Solicitation. In lieu of the minimum number of years in business, a performance bond may be required in the amount of one hundred (100%) percent of the contract price. This bond will be used to secure the completion of the project should the successful Bidder default for any reason. Failure to comply with this requirement may eliminate your bid response from consideration.
- 2.2 Each bidder required to provide a bond, shall submit a letter from a bonding agent licensed to do business in the State of Alabama stating that if the bidding company is the successful bidder, said bonding agent will furnish a 100% performance and payment bond covering and including products and service for the duration of the contract period. Said bond shall be subject to the approval and acceptance of The University of Alabama. The Letter and Bond shall be submitted to the University Purchasing Department and must be furnished within forty-eight (48) hours after request. The premium of the bond shall be paid by the successful bidder. Failure to provide the bond letter or bond will eliminate your bid from consideration in the bid award.

3.0 REFERENCES

References must include at least three (3) other universities, institutions or businesses, which the bidder has successfully provided products, services or installation of equipment similar to those required in this Solicitation in terms of manufacturer, size, features, service or type of installation. The references must include company name, address, project/delivery date, contact name, phone number, and email address.

4.0 PRODUCT SPECIFICATIONS

Specify all terms and conditions of the warranties associated with your products with your bid response.

5.0 PRICE QUOTATION

- 5.1 **IMPORTANT:** It is required that the PRICE QUOTATION SHEET(S) furnished with this Request for Price Quotation be completed and submitted with your proposal. **DO NOT** send generated price lists as your bid. Failure to comply with this request may eliminate your bid from consideration in the bid award.
- 5.2 All prices shall be quoted furnish and install (if applicable) FOB The University of Alabama, Tuscaloosa, AL 35487 prepay and allowed. Unit prices quoted must include any and all shipping and handling charges. Any freight claims will be the responsibility of the Bidder. The successful Bidder must transport at the time of set-up, the equipment and supplies necessary for this installation to campus. No direct shipments will be accepted.
- 5.3 It is the Bidder's responsibility to verify any information, measurements and obtain any clarifications prior to submitting the bid response. The University is not liable for any errors or misinterpretations made by the Bidder in response to this Solicitation.
- 5.4 The successful Bidder under the specifications required in this Solicitation shall furnish at its expense all equipment, labor, tools, supplies, transportation, insurance and other expenses necessary to fully perform any phase of the requirements of this Solicitation.
- 5.5 Quote prices firm for a period of ninety (90) days following the bid opening date unless otherwise stated in the Special Conditions. Bids that do not guarantee pricing firm for this period may be eliminated. Failure to quote the term for which your prices will remain firm may eliminate your bid from consideration.

INVITATION FOR BID

- 5.6 The quoted price must include but not be limited to all cables, wires, connectors, etc. to make a complete functioning unit unless specifically stated in the special conditions.
- 5.7 Include with your bid response complete details of your company's Return Merchandise policy, including, but not limited to, amount of any restocking fee required, procedures, limitations, contact person and phone number. While the University does not enter into any purchase with the intent to return items ordered, we do require this information be included with your bid response. Failure to include this information may be grounds for elimination of your bid from consideration.

6.0 DELIVERY, INSTALLATION AND TRAINING REQUIREMENTS

- 6.1 Proposed delivery dates shall be stated in number of calendar days after receipt of order.
- 6.2 All items must be delivered directly to the University by the successful Bidder and placed according to the instructions supplied by the University.

7.0 INSURANCE

- 7.1 See [General Terms and Conditions](#) for general Insurance Requirements, Additional Insurance requirements may be listed in the Special Conditions Section.
- 7.2 The successful Bidder shall provide the University Purchasing Department a certificate of insurance listing the required types of insurance and minimum liabilities specified in the [General Terms and Conditions](#) unless otherwise modified in the Special Conditions.
- 7.3 The certificate must be received by The University of Alabama Purchasing Department within three (3) days of request. Failure to comply with this request may eliminate your bid from consideration in the bid award.
- 7.4 The University reserves the right to terminate any resulting contract, if the Bidder fails to keep these policies in force for the above amounts or for the duration of the contract period.
- 7.5 The umbrella policy must be listed on the insurance certificate with an explanation of the coverage.

8.0 RESTRICTIONS ON COMMUNICATIONS WITH UNIVERSITY STAFF

From the issue date of this Solicitation until a Contractor is selected and a contract award is made, Bidders are not allowed to communicate about the subject of the IFB with any University administrator faculty, staff, or members of the Board of Trustees except:

- The Purchasing Department representative, any University Purchasing Official representing the University administration, or others authorized in writing by the Purchasing Office and
- University Representatives during Bidder presentations.

If violation of this provision occurs, the University reserves the right to reject the Bidder's response to this Solicitation.

9.0 SPECIAL CONDITIONS

- 9.1 The University of Alabama requests sealed bids to establish a twelve-month (12) contract for **TYPESETTING OF PRESS BOOKS** as per attached general and technical specifications, or equal, to be requested as needed for requirements as they arise during the contract period of January 6, 2015 to January 5, 2016. The University of Alabama does NOT guarantee any specific quantity will be purchased during the contract period.
- 9.2 Pricing for this contract must be firm for a twelve-month (12) period beginning January 6, 2015 to January 5, 2016. However, upon mutual agreement between the successful contractor and The University of Alabama, this contract may be renewed for four (4) twelve-month (12) periods at the original bid price. All other terms, conditions, delivery, etc. will remain the same as the original bid. The successful contractor should furnish a letter of request to the Purchasing Department thirty (30) days prior to expiration of the bid.
- 9.3 The University of Alabama requires the successful contractor(s) to be responsible for transportation of materials to The University of Alabama Press. **Example:** The successful contractor must pay for the appropriate transportation of any needed materials to The University of Alabama in order to meet the schedule.
- 9.4 All books must be typeset using Adobe InDesign version CS6 or later.
- 9.5 Each job will require a commitment on delivery. Upon receipt of a University of Alabama Purchase Order, the successful contractor must immediately notify Ms. Jana Weaver, Senior Buyer in the Purchasing Department if the required delivery date cannot be met. The University reserves the right to contact the next lowest responsible vendor in the event the successful contractor cannot meet the specified delivery requirement. After acceptance of a University Purchase Order, if the successful contract fails to perform as specified within the required delivery schedule, the University reserves the right to cancel the bid for that particular order as well as the rest of the contract period. Failure to perform as specified may also subject the successful contractor to removal from the University's bidders list of responsible vendors for future bid requests.
- 9.6 Delivery must be received within ten (10) days of the successful contractor's specified delivery date. Failure to comply will result in the assessment of a 1% penalty of the total invoice for each day delivery is delayed, which will be deducted from the invoice total at the time of payment. The University of Alabama reserves the right to assess vendor with any loss of sales due to delay in delivery. Scheduled delivery is critical and must be adhered to strictly.
- 9.7 The University of Alabama reserves the right to award the bid to a single vendor or on a per-job basis to the lowest bidder that is in compliance with the general and technical specifications as solely determined by the University. Bidders must quote separate prices on all items specified on the quotation grid sheets. Failure to complete the quotation grid sheets may eliminate the bid from consideration.
- 9.8 **Bid Evaluation**

The University will evaluate the bid responses based on an evaluation list compiled from previous orders issued by the University. The evaluation list will be provided to bidders at the bid opening or upon email request thereafter.

Samples may be required for the bid evaluation. If requested by the University Purchasing Department, vendor shall send a sample(s) of the same specifications requested in this bid. Sample(s) shall be received in the Purchasing Department within seventy-two (72) hours of request.
- 9.9 **Invitation For Bid**
 - 2.0 does not apply to this solicitation
 - 3.0 does not apply to this solicitation
 - 4.0 does not apply to this solicitation
 - 5.6 does not apply to this solicitation
 - 7.0 does not apply to this solicitation

10.0 QUOTE SHEET

VENDORS ARE REQUIRED TO COMPLETE THE PRICE QUOTATION SHEETS USING THE FOLLOWING FORMAT. COMPLETE ALL VARIABLES ON ALL SHEETS.

BASIC COMPOSITION

\$ _____/M characters for files with all editorial updates and styling added

\$ _____/page, frontmatter

\$ _____/page for makeup

\$ _____/page for makeup if footnotes on text pages

\$ _____/each for sizing, cropping, and placing line art, halftone tiffs, or PDF files

\$ _____/each for adjusting density, end dots, or curves according to printer specifications

\$ _____/line for alterations in pages

\$ _____/each for live scan of furnished halftone

\$ _____/each for live scan of furnished line art

NOTE: All possible postage and handling charges must be included. University of Alabama Press will not pay for overnight charges if the delay was caused by the successful bidder. Allowance for the time in transit must be taken into consideration when scheduling.

COMPOSITION PENALTIES

\$ _____/M characters, scattered foreign language in non-roman characters

\$ _____/M characters, scattered phonetics

\$ _____/M characters, scattered math/science

\$ _____/M characters, heavy non-roman foreign language

\$ _____/M characters, heavy phonetics

\$ _____/M characters, heavy math/science

TABULAR MATERIAL

\$ _____/table per page additional for 2-5 col table(s)

\$ _____/table per page additional for 6-8 col table(s)

\$ _____/table per page additional for 9-15 col side turned table(s)

INVITATION FOR BID

SCHEDULE:

For most books, University of Alabama Press requires the proof schedule listed below. Submission of your bid response indicates your acceptance of this schedule, and your ability to perform within its restrictions. As noted on specification sheet, if you cannot meet this schedule for a particular job, University of Alabama Press reserves the right to award the job to next low bidder.

Ten (10) working days to sample pages
Fifteen (15) working days from sample pages to first pages
Ten (10) working days from pages to revised pages with index
(or eight (8) days for revises & five (5) days for index received separately)
Eight (8) working days from rev. pages to PDF files

Please list the computer equipment, system software, and application software that you will use for typesetting.

This is an Annual Contract beginning January 6, 2015 to January 5, 2016.

WILL YOUR PRICES REMAIN FIRM FOR THE CONTRACT PERIOD? _____/YES _____/NO

IF NOT, HOW LONG: _____

The University of Alabama Press requires each vendor to have a minimum of 25 quality standard designs with specifications noted from which we may choose to have any of our books typeset. A PDF file and full InDesign package for each of the 25 designs that you have the right to use must be supplied.

The University of Alabama Press is currently making in-house corrections on most titles that the typesetter would normally make the corrections for. This is being done on first pages mainly. You must provide us with an InDesign package on first pages in order for us to do this. We will return the corrected InDesign package which you will then be required to check for any adjustment that may be needed. We are investigating a possible move to using Adobe InCopy to make in-house corrections in the future.

11.0 TECHNICAL SPECIFICATIONS

ANNUAL TYPESETTING CONTRACT FOR THE PERIOD JANUARY 6, 2015 THROUGH JANUARY 5, 2016.

1. University of Alabama Press requires the successful contractor(s) to follow only the finest book composition principles. Quality work and adherence to schedules are prime conditions of this contract. This contract will be awarded to a single vendor or on a per-job basis and prices must be firm for the duration of the contract beginning January 6, 2015 to January 5, 2016.
2. Edited and styled Word files and InDesign generated samples will be provided to vendor. All jobs are counted and cast off prior to submission to compositor.
3. **TYPE:** Only OpenType, Type 1, and TrueType type-faces suitable for scholarly books and journals will be acceptable. These faces must have a full range of characters available, e.g., oldstyle figures, fl and fi ligatures, ff, ffi, ffl kerned appropriately, true-drawn small caps and true italics, accents, etc.
4. **PAGE MAKEUP:** Pages must be done in matching facing pages, trim marks and corner marks included. Facing pages must still align.
5. **PROOF:** University of Alabama Press typesetting goes directly to pages. Bid pricing must include PDF and InDesign package for first page proofs, PDF for revised pages with index, and print ready PDF of final proofs with complete InDesign package. University of Alabama Press will be exploring the use of XML files during the coming year. Explain in your bid response, the possibility of creating XML files along with PDF files.
6. **SAMPLE PAGES:** The bid response must include sample pages with trim marks for all projects, to consist of title page, contents page, note page and a bibliography page plus a chapter opening, and a double spread showing text, running heads, folios, extract, subheads and sample table if applicable. Samples will be approved by University of Alabama Press and also reserves the right to make format changes at this stage without penalty.
7. **CHARACTER COUNT:** Composition must be charged on a per-thousand-character basis, with page makeup additional. Successful contractor(s) must invoice based on actual work done.
8. **ALTERATIONS:** Alterations must be invoiced on a per-line basis and must be itemized as such. Alterations are counted on all proofs and University of Alabama Press will compare with count on invoice.
9. **SCHEDULING AND TYPEFACES:** Should the successful contractor(s) not have typefaces or special characters (including figures, accents, ligatures) needed for a particular job, University of Alabama Press reserves the right to award the job to the next lowest bidder that has the items required. It also seems prudent to have the option to limit the total number of books with each vendor at any one time at our discretion. (Four current jobs with any one vendor at any one time seems to us a reasonable maximum.) Exceptions may be made at our discretion.
10. **INVOICES:** Itemized invoicing of bid items is required. A grand total amount of job is unacceptable. Alterations must be itemized as AAs, EAs, etc..

BASIC COMPOSITION

11. University of Alabama Press defines basic composition as straightforward composition of scholarly monographic-type and trade manuscripts with text, extract, subheads, occasional line-for-line (tabbed or centered on measure), superscripts, occasional subscripts, occasional one (1) or two (2) column lists, occasional accented characters, scattered foreign words in roman characters, end notes, bibliography, index, and frontmatter/chapter opening display typefaces. Pricing must include occasional use of raised or sunken initials and rules with display or as part of running heads.
12. **TRIM SIZES:** This contract covers the following sizes: 5 1/2 x 8 1/2 to 6 1/8 x 9 1/4", occasionally 8 1/2 x 11".
13. **FRONTMATTER:** University of Alabama Press defines frontmatter as display for two (2) half titles, one (1) title page, one (1) copyright page, one (1) dedication page and one (1) contents page. Prose material (eg Preface, Acknowledgments) must be charged at text rates.

INVITATION FOR BID

14. **TEXT:** Usually 10/12, 11/13, 10/13, 11/14, 10/14 on a measure from 22 to 27 picas, depth from 38 to 45 picas including running head. University of Alabama Press may also require the use of 1/2 point sizes and 1/4 point leading increments.
15. **EXTRACT:** Generally, set same as text with indents left and right, with designated space above & below blocks.
16. **BACKMATTER:** Endnotes, bibliography, appendixes, etc. are generally set one (1) pt size smaller than text, same measure as text. Bibliographies almost always are simple one (1) pica hangs, but occasionally the University of Alabama Press must use Social Science or hard-science style. Notes usually include subheads. Appendixes are prose (if tables, they will be charged as such).
17. **INDEX:** Generally two (2) pt sizes smaller than text, double column on text measure, with 1-pica gutter.
18. **DISPLAY:** University of Alabama Press sometimes prefers to use large sizes of the text font, chargeable at the regular character rate, except for frontmatter. (see above)

COMPOSITION PENALTIES

19. **TABULAR MATERIAL:** Please show a cost for tabular work as an additional cost per table per page, ie, a charge to be added to the basic page rate. Furnish separate cost for tables of 2-5 cols, another for 6-8 col tables, and a third for 9-15 col side turned tables.
20. **STYLING:** We provide edited and styled Word files. The successful vendor must possess the capability to interface properly with a given job presented in this form. UAP reserves the right to reject a bidder that does not have this capability.
21. Costs for page makeup, proof, alterations, etc. are assumed to be the same as with basic composition prices.
22. The University of Alabama reserves the right to contact the next lowest responsible vendor in the event the low bidder cannot meet delivery requirements. After acceptance of a University of Alabama Purchase Order, if the low bidder fails to perform as specified within the required delivery schedule, the University reserves the right to cancel the bid for that particular order. Failure to perform as specified may also subject the successful bidder to removal from the University's bidders list for future bid requests.
23. **Appendix: Partial list of typographic requirements:**
 - . Always use fi, and fl ligatures; ff, ffl, and ffi should be kerned appropriately, and always use true-drawn small caps when the font exists.
 - . There must be a minimum of two (2) lines of text preceding or following subheads, extracts, or display material at page breaks, never one (1) line.
 - . The last line of a paragraph can NEVER start a page, unless it is a single-line paragraph.
 - . No more than three (3) lines in a row may end with hyphenated words.
 - . There must be a minimum of five (5) characters on the last line of a text paragraph (including punctuation).
 - . There may be no fewer than four (4) lines on the last page of a chapter.
 - . There may be no fewer than six (6) lines on a page with an illustration.
 - . Illustrations, tables, and figures are to come on the bottom of the page where referenced or on the next available top; never in the middle of a page unless specifically requested.
 - . Footnotes must start on the same page as their reference and must have a minimum of two (2) lines on both pages when a note must be broken. No widows in broken notes.
 - . A short and a long spread can never follow each other.
 - . Never use hyphenation in subheads or ragged captions.
 - . Never vary the number of lines specified on a standard page or a chapter opener without cause and always mark short or long pages on proof.
 - . **Punctuation should be in the same font as the preceding word or phrase except in the case of open-and-close punctuation like () and " " where the close should be in the same font as the open.**
24. Any of the general specifications can be superseded by specific instructions on a particular job. Should questions arise during page make-up, University of Alabama Press requires the successful contractor to call for clarification.

THE UNIVERSITY OF ALABAMA

CERTIFICATION OF COMPLIANCE WITH THE STATE OF ALABAMA IMMIGRATION LAW

The undersigned officer of _____ (Company)
certifies to the Board of Trustees of the University of Alabama that the Company
does not employ an individual or individuals within the State of Alabama.

SIGNATURE OF COMPANY OFFICER

PRINT COMPANY NAME

PRINT NAME OF COMPANY OFFICER

PRINT TITLE OF COMPANY OFFICER

DATE

[Welcome](#)[User ID](#)[Last Login](#)[Log Out](#)

Click any  for help

[Home](#)**My Cases**[New Cases](#)[View Cases](#)[Search Cases](#)**My Profile**[Edit Profile](#)[Change Password](#)[Change Security Questions](#)**My Company**[Edit Company Profile](#)[Add New User](#)[View Existing Users](#)[Close Company Account](#)**My Reports**[View Reports](#)**My Resources**[View Essential Resources](#)[Take Tutorial](#)[View User Manual](#)[Contact Us](#)

Company Information

Company Name:[View/Edit](#)**Company ID Number:****Doing Business As (DBA)****Name:****DUNS Number:****Physical Location:****Address 1:****Address 2:****City:****State:****Zip Code:****County:****Mailing Address:****Address 1:****Address 2:****City:****State:****Zip Code:****Additional Information:****Employer Identification Number:****Total Number of Employees:****Parent Organization:****Administrator:****Organization Designation:****Employer Category:****Federal Contractor Category:****Employees being verified:****NAICS Code:**[View/Edit](#)**Total Hiring Sites:**[View/Edit](#)**Total Points of Contact:**[View/Edit](#)[View MOU](#)



DISCLOSURE STATEMENT

1. Contract/Purchase Order No. _____
2. Name of Contract/Grantee: _____
Address: _____

Telephone: _____
Fax: _____
3. Nature of Contract/Grant: _____

4. Does the contractor/grantee have any relationships with any employee or official of the University, or a family member of such employee or official, that will enable such employee or official, or his/her family member, to benefit from this contract? If so, please state the names, relationships, and nature of the benefit.

(For employees of the University, family members include spouse and dependents. For members of the Board of Trustees (officials), family members include spouse, dependents, adult children and their spouses, parents, in-laws, siblings and their spouses.)

This Disclosure Form will be available for public inspection upon request.

The above information is true and accurate, to the best of my knowledge.

Signature of Authorized Agent of Contractor/Grantee

Date: _____

RETURN FORM TO: The University of Alabama
Purchasing Dept.
Box 870130
Tuscaloosa, AL 35487-0130
Ph: (205) 348-5230
Fax: (205) 348-8706
www.purchasing.ua.edu